

# Tax Audit Follow-Up Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the recent tax audit conducted for [Your Company/Personal Name] for the fiscal year [Year]. We appreciate the thoroughness of your review and would like to inquire about the current status of the audit process.

As we aim to ensure compliance and address any potential concerns, it would be helpful to know if there are any outstanding issues or additional documentation required from our side. We are eager to resolve this matter promptly and efficiently.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position if applicable]

[Your Company Name if applicable]